Getting Started: DRDP Online for Administrators

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Introduction

The purpose of this document is to provide an overview of the DRDP Online website for administrators.

Instructions

The Administrator Roles

There are three types of administrator roles, the *Site Administrator*, *Agency Administrator* and *Lead Agency Administrator.*

A Site Administrator may access information for teachers and the children under the care of each teacher within the specific sites they have access. This role has the following permissions:

- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign teachers, coaches, and data analysts to classes
- Create new teacher accounts
- View, lock and/or unlock children's DRDP records
- View and run reports

Accounts assigned the Site Administrator role may be assigned to multiple sites and may also be assigned as a teacher to multiple classes with a teacher role.

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency they are assigned to. This role has the following permissions:

- Create, edit and delete sites
- Set rating periods used by sites
- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign all personnel and children to classes
- Create user accounts for any level except lead agency administrator
- View, lock and/or unlock children's DRDP records
- View and run reports

Accounts assigned the Agency Administrator role may also be assigned to multiple classes with a teacher role.

A Lead Agency Administrator has the same permissions as Agency Administrators and may also select the instrument views for an agency.

Choosing Agency Views

The Lead Agency Administrators will choose which views of the DRDP their agency will use for the program year.

1. To select the view(s), select the **Add/Edit** option to expand the menu.

+👤 ADD NEW CHILD
🔍 SEARCH FOR CHILD / ENROLL
🗐 UNASSIGNED CHILDREN
▦ MY CLASSES
✎ INPUT RATING
REPORTS ⌄
RESOURCES ⌄
UPLOAD CENTER ⌄
USER ACCOUNTS ⌄
ADD/EDIT ⌄

2. Select **Agencies**.

ADD/EDIT ⌃
⭐ States
🏢 Agencies
🎓 Sites
👥 Teachers
🗄 Classes

3. Select **Search** to see your agency/agencies.

SEARCH	CLEAR FIELDS

4. Select the pencil icon next to the agency for which you want to choose views.

	Agency Name ⇕	CDS Code ⇕	State ⇕	Type ⇕	Footer Text ⇕	Footer Link ⇕	IT ⇕	Select Ratings View K ⇕	PS ⇕
✏️	DEMO Comprehensive	001	California - CA	Agency			Comprehensive Rating View	Comprehensive Rating View	Compre Rating V

5. In the drop-down menus for each of the age levels (IT, K, PS, SA), select the rating view to be used.

	Agency Name ⇕	CDS Code ⇕	State ⇕	Type ⇕	Footer Text ⇕	Footer Link ⇕	IT ⇕	Select Ratings View K ⇕	PS ⇕	SA ⇕
✓ ✕	DEMO Corr	001	C ▾	Age ▾			Compr ▾	Compr ▾	Compr ▾	Cor ▾

Comprehensive Rating View
Essential Rating View

Note: Even if your agency does not have children in a specific age level, a rating view must be selected.

6. To save view selections, select the red check mark.

Agency Name ⇕	CDS Cod
✓	
✕	DEMO Corr	00

To undo your changes, select the X.

Agency Name ⇕	CDS Cod
✓	
✕	DEMO Corr	00

7. Lead Agency Administrators can also select **Show Extra Measures**. With this selection an agency can select the Fundamental View of the assessment and teachers would have access to the additional domains. Rating the additional domains is not required in order to lock the record.

Filter [   ]   Items Per Page [10   ⌄]

Note: By selecting the essential view, the essential view with modifications will appear. All measures are available to rate.

	Agency Name ⇕	Agency Code ⇕	Agency Code Type ⇕	State ⇕	Type ⇕	Footer Text ⇕	Footer Link ⇕	IT ⇕	Select Ratings View K ⇕		PS ⇕	SA ⇕	Show Extra Measures	Custom 1
✏	WestEd Center for Child and Family Studies	111111	Other Code	California - CA	Public	For questions contact WestEd at 800-770-6339 or email	drdponline@wested.org	Comprehensive Rating View	Essential Rating View	Fundamental Rating View		Complete Rating View	No	CustomTest1

Check for Current Users

Once you have logged into the DRDP Online site, check that you are assigned to the appropriate site(s).

1. Select the **User Accounts** option to expand the menu. Then select **Search User Account** to search for your account.

USER ACCOUNTS   ⌃

🔍 Search User Account

+👤 Create User Account

Once you find your user account, select the pencil to view and edit your account details. You cannot add a role that has more privileges. For example, a site administrator cannot make themselves agency administrators.

Filter Results SELECT ROLES ⌄

	First Name ⌃	Last Name	Username
👁 ✏️	Megan	Wilson	mwilson@wested.org

2. Select the site or sites the user needs to manage.

State

California

Agency

WestEd Center for Child and Fami...

Site

Default Site

🔄 Undo Changes   ✔ Save Changes

3. Select save changes.

Person's First Name *   **M.I.**   **Person's Last Name ***   **Suffix**

Elvia   M.I   Test   - Suffix - ⌄

Work Title

Director

Work Email * ⓘ
Email *

test@testtest.org   ✓

State

California

Agency

WestEd Center for Child and Fami...

Site

Default Site

🔄 Undo Changes   ✔ Save Changes

4. Roles are also assigned here by selecting the Role tab at the top. Users can have more than one role.

Follow the same steps to check that any teachers within your agency and/or site(s) have user accounts and are assigned to the appropriate site(s).

Note: Please see the Roles and Permissions sheet for more details.

Add Users

Users can be added by selecting Create User Account.

1. Insert information into all of the fields.

2. Return to search user account and find the newly added user. Select the pencil and assign roles as needed.

Note: The user must be assigned a role, or they will not have access to the DRDP Online site.

Note: Users can also be added by using an upload template. Please see user upload template tip sheet.
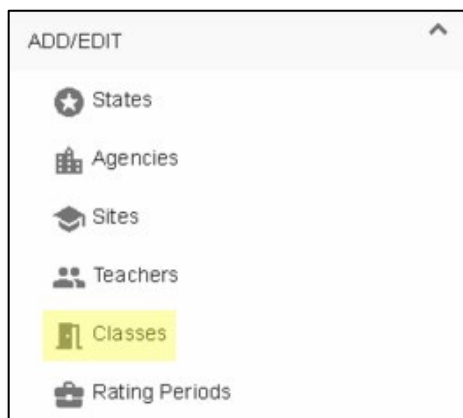
Classes

Classes can be added by an administrator from the left navigation menu.

5. Select the **Add/Edit** option to expand the menu.
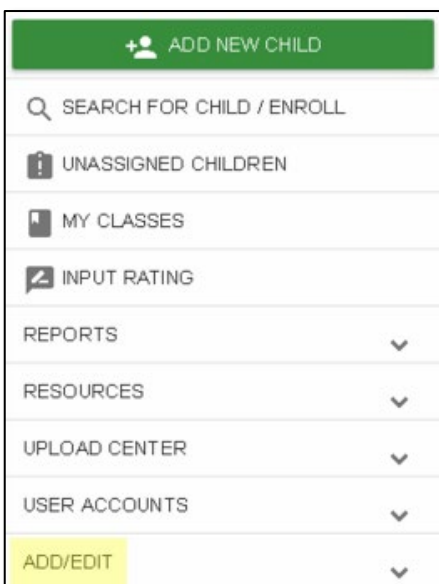
6. To add a new class, select **Classes** from the expanded menu.

7. **Add New Class** appears in the upper right corner. Select it to add a new class.

8. The State, Agency, and/or Site, they will be automatically selected for you.

9. Assign a Teacher of Record and a Teacher. The Teacher of Record can lock ratings and will be listed first on any reports. Under the Select a Teacher menu, select the name of the teacher or teachers for the class you want to add.

Note: The teacher(s) name will appear on the list, or search by their first and/or last name. Only teachers assigned to the selected site will appear.

10. Under the Rating Period menu, select the appropriate period.

Rating Period *.

Spring 2016

Spring 2015

Fall 2018

Fall 2017

Fall 2016

Note: Fall 2018 is only used as an example. Select whichever the required rating period is for the class being added.

11. Enter the classroom's name in the **Classroom Name** field.

Classroom Name *

Classroom 123

Note: Class names should be unique within the agency and recommended to be unique within a site. **DRDP Online will not allow two classes in the same rating period with the same name.**

12. Lastly, to save the class, select the **Save** button.

SAVE   CANCEL

Children

Children may be added by an administrator from the left navigation menu.

1. Select the **Add New Child** button.

Desired Results Developmental Profile

Welcome

Demo-C Lead Admin

DEMO Comprehensive
• DEMO C Site 1
• DEMO C Site 2

+👤 ADD NEW CHILD

2. A new page will appear to fill in or select the child information.

Add New Child

First Name * Middle Name Last Name *

Statewide Student Identifier (10-digit SSID) * Agency/District Student Identifier (Agency/district or CASEMIS ID) *
**Required if Agency/District Student Identifier is blank **Required if Statewide Student Identifier is blank

Date of Birth * ▼ ○ Male ○ Female ○ Non Binary * Is the child Hispanic/... ▼ Child Age/Grade Instrument * ▼

What is this child's race? Mark one or more races to indicate what this person considers themselves to be: * all that apply

☐ Native American ☐ Asian Indian ☐ African American ☐ Cambodian ☐ Chinese ☐ Filipino ☐ Guamanian ☐ Hawaiian ☐ Hmong ☐ Japanese ☐ Korean

☐ Laotian ☐ Other Asian ☐ Other Pacific Islander ☐ Samoan ☐ Tahitian ☐ Vietnamese ☐ White ☐ Intentionally Left Blank

What is this child's home language? * Select all that apply (up to 3):

☐ English ☐ Spanish Other ▼

Child's Socioeconomic Status

☐ Free or Reduced Price Lunch/Socioeconomic disadvantaged

If the child has a Statewide Student Identifier (SSID), the ID must be entered in the form. If the child does not have an SSID, it may be left blank. The child's Agency/District Identifier may not be left blank if there is no SSID. The identifier is used to track the child's developmental progress from one rating period to another.

All information marked with an asterisk is required. Complete this form with the information currently available for the child to ensure the most appropriate measures are shown for that child.

Once the child's demographic information is entered, select the **SAVE AND ENROLL** button.

SAVE AND ENROLL   CANCEL

The enrollment screen for the child will appear.

Using the menus on the Add Enrollment for [CHILD] screen, select the **Site** (**1**) to which you would like to add the child and the **Rating Period** (**2**), **Class** (**3**). Once you've chosen the needed information, select **Save** (**4**).

Re-enrolling Children

Once a child has been created and added to a class in a rating period, they may be re-enrolled into classes in new rating periods.

> **Note**: A class or classes must be created in the new rating period before children can be enrolled.

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.

2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.

3. Select **Search.**

4. The child list will appear below the search boxes under Results. Select the box next to the child's (or children's) name(s) you want to re-enroll.

To select all children in the search result, check the box in the header.
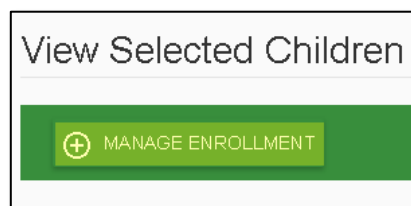

5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.
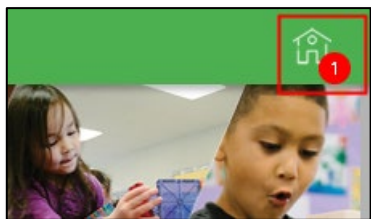
6. The previously chosen child(ren) will automatically be checked off and you can now select **Manage Enrollment**.

View Selected Children

⊕ MANAGE ENROLLMENT

7. On the Add Enrollment for [CHILD] screen, the child's/children's existing **State, Agency,** and **Site** should be automatically selected.

Add Enrollment for Mimi Prentice

State

California

Agency

WestEd Center for Child and Fami...

Site

Default Site

8. Under Rating Period, select the new rating period to which you want to re-enroll the child.

Rating Period

Fall 2018

Filter   by name   ✖

∨ Fall 2014 (2014-15)
∨ Fall 2015 (2015-16)
∨ Fall 2016 (2016-17)
∨ Fall 2017 (2017-18)
✔ Fall 2018 (2018-19)

9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

Class

Select a Classroom ∨

Filter   by name   ✖

∨ 18 Kiwi (Fall 2018)
∨ 18 Pear (Fall 2018)

This will copy the child(ren) and their information from a past rating period to the selected rating period.

The child's/children's DRDP measure ratings are not copied. Re-enrolling a child from Rating Period A to B does not delete the child information from Rating Period A, but instead copies the child's information into Rating Period B. Remember, you must have the new class created in the new rating period prior to re-enrolling children.

10. Once you have chosen the needed information, select the **Save** button.


Ratings

The ability to input ratings is limited to <mark>teachers, teachers of record, and data entry analyst</mark>. To input ratings, you must <mark>have one of these roles</mark> and you must be assigned to the class or classes that have children whose assessment you need to complete. An administrator may view ratings for each class.

Users with the Teacher or Teacher of Record role and *assigned to the class* may also add child ratings:

1. Select the **Input Rating** button in the left menu.
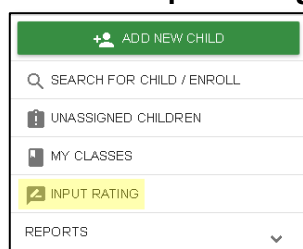
2. Select a **Rating Period, Class** and **Age Group/Instrument** to view the class list. The first class to which you have access will automatically load. To change classes, make a new selection under the Choose Class menu.
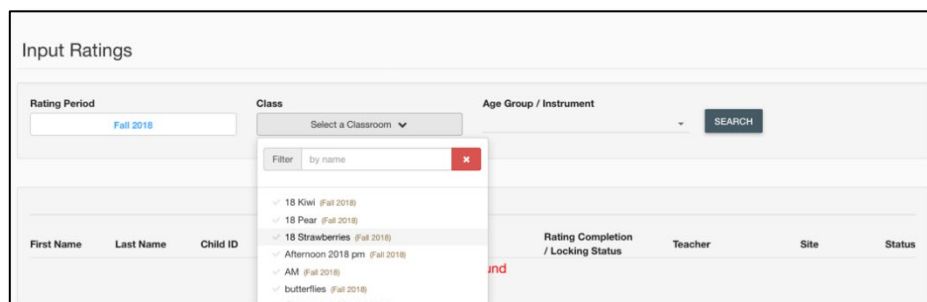
Note: Children are grouped by age level and will appear as duplicate classes in the drop-down list if there is more than one age level in the class.

3. The list of children includes the child's name and developmental domains.

First Name	Last Name	Child ID	Developmental Domains						Rating Completion / Locking Status	Teacher	Site
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH			
Stan	Leahy	769571	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Mark	Leahy	769588	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Wanda	Leahy	769600	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Sasha	Leonard	859251	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Megan Wilson	Default Site

From the child list, ratings can be entered by selecting the domain number. The first number represents how many measures have been completed in that domain for that child. The second number represents how many total measures need to be completed in that domain.

First Name	Last Name	Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Rating Completion / Locking Status	Teacher	Site
Stan	Leahy	769571	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%) 🔓	Megan Wilson	Default Site
Mark	Leahy	769588	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%) 🔓	Megan Wilson	Default Site
Wanda	Leahy	769600	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%) 🔒	Megan Wilson	Default Site
Sasha	Leonard	859251	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%) 🔒	Megan Wilson	Default Site

Any child with a zero (0) for their first number has not had any measures reported, as highlighted in the screenshot above. Different children may have different requirements as to the number of measures that are required in a domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the Fundamental View.

First Name	Last Name	Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Rating Completion / Locking Status
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%) 🔒
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%) 🔒
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%) 🔒
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%) 🔒
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	29/29 (100.00%) 🔓
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%) 🔒
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%) 🔒

4. Once a domain has been selected, the required questions for all domains will display on the rating page.

Enter DRDP Ratings

Child: Jay Love
Class: Afternoon 2018 pm
Teacher: Jenae Leahy

District/Agency: WestEd Center for Child and Family Studies
School or Site: Default Site
Age Group Instrument: Preschool with ELD

--ALL-- ▼

< PREVIOUS   💾 SAVE   💾 SAVE & NEXT >   NEXT >   LAST >   🔒 LOCK

Measure	Approaches to Learning–Self-Regulation–(ATL-REG)	Not yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Conditional Measure (Not rated)	EM	UR
ATL-REG 4	Curiosity and Initiative in Learning		○	○	○		○	○	○	○	○		☐	☐
ATL-REG 5	Self-Control of Feelings and Behavior		○	○	○		○	○	○	○	○		☐	☐
ATL-REG 6	Engagement and Persistence	☐			○		○	○	○	○	○		☐	☐
ATL-REG 7	Shared Use of Space and Materials	☐			○		○	○	○	○	○		☐	☐

Social and Emotional   Responding   Exploring   Building   Integrating   Conditional

5. For each measure, indicate the developmental level by selecting the circle for that level.

Responding	
Earlier	Later
○	○
○	○

6. Once a level is chosen, if the child is emerging to the next level, check the box in the EM column.

7. The UR column has check boxes that are selected when the measure cannot be rated due to excessive absences of the child.

Note: The EM checkbox will be grayed out and disabled if the last level for that measure has been rated.

Note: A rating can be erased by selecting the UR check box twice.

8. Once all required domains are completed, it is unnecessary to return to the previous page to move to the next child. Select **Save** to save entries, then select **NEXT** to move to the next child.

Note: Ratings will be lost if you navigate away from this page without first selecting **Save**. *Always* save ratings before leaving this page.

9. Once a record is reviewed by someone with the Teacher of Record or Administrator role, that child's ratings can be locked by selecting the **Lock** button.

Note: If any changes are made to saved ratings, **SAVE** must be selected prior to locking or the ratings will not be saved.

If all ratings have been completed in a class, the Teacher of Record and Administrator can lock all records for that class from the **Input Ratings** page by selecting **Lock**. When locking by class, the entire class is given the same assessment date. If children were assessed on different dates, child records can be locked individually. This can be done by selecting a child's domain number and, when the rating record opens, selecting **Lock,** then selecting the date of assessment from the calendar.

Note: Until a record is locked, it will not be available in reporting.
Note: Only administrators can unlock records.

Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the DRDP Online section of the Desired Results website. Register for free DRDP Online webinars from the Training section of the Desired Results website: http://www.desiredresults.us.